

# Memorandum

Date : April 19, 2010

To : Wardens  
Superintendents  
Regional Parole Administrators  
Labor Relations Advocates  
Parole Employee Relations Officers  
Institution Personnel Officers

Subject: **APPRENTICESHIP PROGRAM FOR EMPLOYEES IMPACTED BY CLOSURE OF HEMAN G. STARK**

On March 18, 2010 the newly formed Apprenticeship Committee met and discussed the impact of the closure of Heman G. Stark on employees as it relates to the correctional peace officer apprenticeship program. Effective immediately, the following apprenticeship procedures shall be followed.

The Apprenticeship Committee determined that the Division of Juvenile Justice journey level employees who transferred to adult facilities and programs as a result of the closure of Heman G. Stark Youth Correctional Facility (or the DJJ Rightsizing movements if applicable) are not required to complete an apprenticeship program in their new adult classification. These employees are eligible to post and bid for assignments and will retain their scheduled pay increases.

Apprentice employees who transferred to adult facilities and programs as a result of the closure of Heman G. Stark Youth Correctional Facility shall be indentured into the new adult classification. They shall continue to complete their apprenticeship with full credit given for the time served in their juvenile classification. These employees will retain their scheduled pay increases.

## Division of Adult Institution Component

Notwithstanding this waiver, the impacted employees must complete the Division of Adult Institution (DAI) component of the apprenticeship program specific to their adult classification. Within one year of placement, both journey level and apprentice level staff must complete the work process hours that are specific to their adult classification as defined by the attached Work Process Credit Matrix. Impacted employees may be temporary redirected from their posts to the extent that they preclude completion of the required DAI component.

Journey level employees are not required to complete and submit monthly DAS 103 forms to track their progress toward completion of the DAI component work process hours. However, they are encouraged to use the DAS forms for personal recordkeeping. Upon completion of the required DAI component work process hours, journey level employees must complete the attached Work Process Certification Form and submit it to the In Service Training office for signature and inclusion in the employee training file.

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Apprentice level employees must continue to complete and submit monthly DAS 103 forms for the remainder of their apprenticeship program. The DAS 103 forms will serve as certification of completion of the DAI component work process hours. In some cases, an apprentice may complete the apprenticeship program before they have finished the DAI component work processes. In those cases, the apprentice is required to continue to track completion of the DAI component work process hours. The apprentice is not required to submit monthly DAS 103s for that purpose but is encouraged to use them for personal recordkeeping. Upon completion of the DAI component work processes, the employee must submit the Work Process Certification Form to the In Service Training office for signature and inclusion in their employee training file.

It is management's responsibility to ensure that employees complete the work processes or have opportunity to complete the processes. Employees are required to notify the facility In Service Training Office if they are unable to complete the work process hours within the prescribed time limit. The In Service Training Office shall then coordinate with the personnel assignment Lieutenant to ensure the employee is provided the opportunity to complete the required work processes.

Please ensure that all impacted employees are noticed of these procedures.

Should you need additional information or clarification on this issue, please contact Evonne Garner at (916) 323-2774.



KURT O. WILSON  
Executive Director  
Corrections Standards Authority

Cc: Executive Staff  
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